

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: **December 15, 2008**

Recruiting Bulletin No. LA-RCC-2009-20
Los Angeles Regional Census Center

CLOSING DATE: **December 29, 2008**

POSITION TITLE: GRAPHIC SPECIALIST
Los Angeles County

GG-0301-07/09/11/12

Annual Salary:

GG-07: \$40,752

GG-09: \$49,847

GG-11: \$60,310

GG-12: \$72,286

NUMBER OF POSITIONS: Few

Duty Station: Northridge, California

Payment of relocation expenses IS NOT authorized.

EXCEPTED SERVICE APPOINTMENT: *This is a Time-Limited Schedule A appointment with a Not-to-Exceed date of 09/25/2010. May be extended beyond 09/25/2010 based on continuing work needs.*

AREAS OF CONSIDERATION:

External – All U.S. Citizens.

DUTIES: The incumbent of this position serves as a Graphic Specialist. The Graphic Specialist is responsible for creating, producing and providing materials and products to promote awareness for the 2010 Census and to promote partnership support for the 2010 Census with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the RO/RCC area. The incumbent will create printed materials by taking written text and executing illustrations to attract and interest the audience, to enhance or symbolize an idea that has been described in words, to produce an emotional effect, or to present information that cannot be expressed adequately in words alone. Printed materials may include pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops, conferences, and presentations for distribution to the general public. The incumbent selects visual materials such as photographs, illustrations, graphics and clip art to be used in the communication of information; design the placement and appearance of visual materials; design the placement of text in relation to art; decide the type of styles and typographical effects; and plan effective use of color schemes, textures, and shapes considering the technical constraints of a particular method of communication through printed publication, exhibits and or oral presentations. The incumbent will produce products that may include pictures for exhibits, and informational booth backdrops; creating models, murals, or electronic documents or devices to permit viewers to access desired information electronically or via the Internet. Product illustrations can range in a variety of

artistic styles, from completely abstract to photo-like realism and should present visual information in the best format and form to suit the intended and attract a selected audience. Products may be designed to communicate simple ideas to a general audience, or may embody complex technical information and be aimed at a specialized, knowledgeable audience. The incumbent is responsible for using desktop publishing computer graphic software and photo editing software to produce products and materials. Such computer graphic systems and software can include using QuarkXpress, Microsoft Publisher, Microsoft PowerPoint, Adobe Photo Shop and Macromedia Fireworks.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

GG-0301-07: Experience: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service. This specialized experience includes: Experience in producing and providing materials and products to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the targeted audience **OR** Experience in assisting a higher graded specialist in **at least one** of the following: (1) creating visual materials and products covering a broad range of subject matter areas, or (2) Experience promoting awareness of issues utilizing visual media, or (3) Experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education: Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided: (1) ability to plan, organize, and create publicity materials; and (2) ability to develop visual materials utilizing automated software programs.

GG-0301-09: Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in developing and producing materials and products, to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the targeted audience **AND at least one** of the following: Experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, or **(2)** Experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, or **(3)** Experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education: Two full years of graduate education or master's degree directly related to the position that provided: **(1)** ability to plan, organize, and create publicity materials; and **(2)** ability to develop visual materials utilizing automated software programs.

GG-0301-11: Experience: Applicants must have one year of specialized experience equivalent to the grade 09 level in the Federal service. This specialized experience includes: Experience in developing and producing materials and products, to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the audience **AND at least two** of the following: Experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, or **(2)** Experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, or **(3)** Experience

creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided; (1) ability to plan, organize, and create publicity materials; and (2) ability to develop visual materials utilizing automated software programs.

GG-0301-12: Experience: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal service. This specialized experience includes: Experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, **(2)** Experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, and **(3)** Experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations. Experience must include developing material from idea concept to completed copy for distribution.

There is no substitute for experience.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

- 1. Experience in creating original visually graphic designs and concepts for publications or presentation materials and products to promote, gain cooperation, and/or support for the ideas or programs desired by management.**
- 2. Experience in planning, designing, and developing a variety of different types of materials and/or products to disseminate information to the general public and/or to specialized target groups.**
- 3. Experience in using graphic and publishing software such as; QuarkXpress, Microsoft Publisher, Microsoft PowerPoint, Adobe PhotoShop, and Macromedia Fireworks to create and develop layout and design of materials and products.**

You may qualify for a position based on your education, experience, or a combination of both.

For further information on this vacancy you may contact, Human Resources at 818-435-6258.

HOW TO APPLY:

STEP 1: Each applicant must submit a separate completed Declaration for Federal Employment (OF-306) and Optional Application for Federal Employment (OF-612), or resume for **EACH GRADE LEVEL TO WHICH YOU ARE APPLYING**. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number.

- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the most recent version of the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable) - Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current/former supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.

STEP 2: Submit a separate application package for each grade level for which you wish to be considered.

STEP 3: Submit your responses to the Evaluation Criteria listed on page 3 of this bulletin with your application.

STEP 4: Complete application package includes **all** of the following:

- Resume and/or Optional Application for Federal Employment (OF612)
- Declaration for Federal Employment (OF306)
- Statement addressing Evaluation Criteria Statement Questions 1-3.
- Veterans (DD-214,

Complete applications package must be received by 4:30 p.m. (PST) on the closing date of the bulletin and submitted to:

Bureau of the Census
 Los Angeles Regional Census Center
 9301 Corbin Ave. Suite 1000
 Northridge, CA 91324
 ATTN: Human Resources

APPLICATION DEADLINE: Application materials must be by 4:30 p.m. (PST) on the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.